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ABSTRACT

This handbook, published in 1975, is designed to meet two needs: (1) to provide a general introduction to the college and its organization, procedures, and services for new members of the faculty; and (2) to serve as a reference book containing precise and detailed information of importance to all faculty members. On matters relating to college organization, including the relations of faculty members to their departments, to the faculty as a parliamentary body, and to the administration and trustees, the primary source of information is the "Governance of Vassar College," 1972 edition. This faculty handbook outlines the academic administration of the college and gives details on various administrative offices. Data pertinent to faculty members deals with salary, contract period, insurance, tuition aid and fees, research grants, travel funds, leaves of absence, housing, and professional societies. Academic legislation and practice is described in terms of grading, discipline, miscellaneous academic regulations, and academic advising. College facilities and services are reviewed along with those in the surrounding community. (LBH)

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VASSAR COLLEGE

Poughkeepsie, New York

FACULTY HANDBOOK

September 1974 and
September 1976

U S DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

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FOREWORD

This Handbook is designed to meet two needs: first, to provide a general introduction to the college and its organization, procedures, and services for new members of the faculty; secondly, to serve as a reference book containing precise and detailed information of importance to all faculty members (See Section C, Academic Legislation and Practice and the various appendixes). It is not exhaustive; on matters relating to college organization, including the relations of faculty members to their departments, to the faculty as a parliamentary body, and to the administration and trustees, the primary source of information is the Governance of Vassar College, 1972 edition. The Governance is the basic charter of Vassar College organization and it includes a description of the functions and powers of the trustees and officers of administration; it also covers systematically the organization and functions of the faculty as a whole, as well as of departments of instruction. Of special concern to faculty members are those sections of the Governance which refer to the rights and obligations of faculty members, the principles of academic freedom, and the relations of faculty and trustees. Documents of this kind now exist in many colleges. Vassar College, however, was a pioneer in establishing such a written constitution. Since its first formulation in 1923, when it was referred to as the Statute of Instruction, it has included the statement that "the faculty shall in general determine and shall direct educational policy."

Another publication of importance to all faculty members is the Student Handbook. In addition to the constitution of student government and social regulations, the Student Handbook contains a number of general rules and regulations which apply to all members of the college community. Among these are rules governing traffic, fire, and safety. Regulations governing the use of the college library are published in the Library Handbook which is available at the Library. Faculty members may obtain copies of the Governance and Student Handbook at the Office of Public Relations.

All faculty members are urged to familiarize themselves as soon as possible with the present Handbook, especially with the section on "Academic Legislation and Practice." Careful compliance with these rules will facilitate the conduct of academic business and save time both for faculty members and the staff of academic administration.

TABLE OF CONTENTS

Page

FOREWORD i

A. COLLEGE ORGANIZATION

ACADEMIC ADMINISTRATION

The President. A-1
The Dean of the Faculty. A-1
The Dean of Studies. A-1
The Dean of Freshmen A-2
The Registrar. A-2

OTHER ADMINISTRATIVE OFFICES

Office of Vice President for Administration A-2
Comptroller's Office A-2
Director of Special Projects A-2
The Director of Plant Operations A-2
Office of the Vice-President for Student Affairs . A-3
The Dean of Residence A-3
The Director of Campus Activities. A-3
The Secretary of the College A-3
Office of Public Relations A-3
News Office. A-4
Office of the Vice President for Development. . . . A-4

LOCATION OF ADMINISTRATIVE OFFICES. A-4

B. FACULTY

Salary Scale B-1
Contract Period. B-1
Method of Payment. B-1
Social Security. B-1
Moving Expenses. B-1
Annuities and Insurance. B-1
Tuition Aid: Faculty Children B-2
Tuition Fees: Faculty and Spouses B-2
Research Grants B-2
Travel Funds for Professional Meetings B-3
Leaves of Absence. B-3
Faculty Housing and House Fellows. B-3
Faculty Club B-4
Matthew Club B-4
Alumnae House. B-4
Vassar Club of New York. B-4

C. ACADEMIC LEGISLATION AND PRACTICE — Page

Integrity of Academic Work: Plagiarism. 8:1
Conduct of Examinations. 8:1

The Grading System 8:2
Grading Standards 8:2
Ungraded Work 8:3
Miscellaneous Grades. 8:3
Incomplete Grades 8:3
Provisional Grades. 8:4
Course Grades 8:5
Grade Average 8:5
Reporting Grades. 8:6
Disciplinary Measures. 8:6
Warnings to Deficient Freshmen. 8:6
Review by the Committee on Students' Records. 8:6
Academic Probation. 8:6
Advised Withdrawal 8:7
Required Withdrawal 8:7
Continuance in College. 8:7
Miscellaneous Academic Regulations 8:8
Class Attendance. 8:8
Leaves of Absence 8:8
Change of Concentration 8:9
Late Change of Elections. 8:9
Delivery of Papers. 8:9
Conferences 8:10
Graduation. 8:10
Field Work and Observation Trips. 8:10
Schedule of Classes 8:10
Tutoring. 8:10
Academic Advising. 8:10
Role of Advisors. 8:10
General (Freshman) Advisors 8:11
The Departmental Advisor. 8:11
The Independent Program Advisor 8:12
Advising of Students in Special Categories. 8:12
Advising for Special Programs 8:13
Resources for Advisors. 8:13
Committee on Leaves and Privileges. 8:14

D. COLLEGE FACILITIES AND SERVICES

The Library. 8:15
Ordering Books. 8:15
Loans to Faculty Members. 8:15
Inter-Library Loans 8:15
Instruction in Library Use for Classes. 8:15
Reserve Books for Class Use 8:16
Microfilm Readers 8:16
Copying Service 8:16
Library Studies 8:16
Library Hours 8:16

Page

The Commission (General) 8-2
Chicago Transportation Authorities 8-2
The Surface Lines and Employees 8-2
Commissioners 8-2
Surface Lines Officials 8-3
Attorneys 8-3
Surface Lines Agents 8-3
Electric Servicemen 8-3
Shop Employees 8-3
Power and Subway 8-4
Transportation Bureau 8-4
Record Clerks 8-4
Terminal Officials 8-4
Rail Transportation Officials 8-4
Rapid Transit Officials 8-4
Loop and Tunnel 8-4
Express Officials 8-4

B. [illegible] 8-5

C. [illegible] 8-5

Transportation 8-5
Gas and Electricity 8-5
Telephone Service 8-5
Surface Lines and Rapid Transit 8-5
Maintenance 8-6
Rent 8-6
Material and Shopping 8-6
Student Help 8-6
Taxpayers 8-6
Participation 8-6
Franchise Use of Streets 8-6
Local and State Law 8-6

[illegible] . . . . . Appendix C

[illegible] . . . . . Appendix D

[illegible] . . . . . Appendix E

[illegible] . . . . . Appendix F

[illegible] . . . . . Appendix G

[illegible] . . . . . Appendix H

[illegible] . . . . . Appendix I

[illegible] . . . . . Appendix J

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B. FACULTY

Salary Scale

The Vassar faculty salary scale, showing the range of salaries in the different ranks, is published and distributed to faculty members annually. Faculty members who for any reason have not received the current statement may obtain it in the Office of the Dean of Faculty.

Contract Period

Contracts run from July 1 through June 30 to assure faculty that they are considered as employees over the summer months so health insurance policies, which go into effect for new faculty on October 1, will not lapse. The period of actual service is from one week before the opening Convocation to one week after Commencement.

Method of Payment

Salaries are paid by check in monthly installments on the 25th of each month. New faculty members who return the Federal Employee's Withholding Exemption Certificate (Form W-4) accompanying their contracts to the Comptroller by August 1 receive their first check on August 25; those with academic year appointments will receive a double check on August 25.

On request the Comptroller sends checks directly for deposit to any Poughkeepsie bank which handles checking accounts.

Social Security

The faculty participates in the Social Security program. In addition to a substantial supplement to TIAA-CREF annuities and death benefits, this program also provides substantial benefits to persons becoming disabled before reaching age 65.

Moving Expenses for New Faculty Members

New members of the faculty should confer with their department chairman concerning college assistance toward the cost of moving expenses. These arrangements should be completed before contracts are signed and should appear on the face of the contract. With certain limitations and exceptions, the college will reimburse new faculty members on more than a one-year appointment one-half of their moving expenses up to a maximum of $500.

Annuities and Insurance

In addition to salary, full-time members of the faculty holding the rank of instructor or above and full-time professional librarians receive benefits which include provision for retirement annuities for which no contribution is required, and both group life and group

total disability insurance. The college also contributes toward hospital and surgical-medical insurance through the Blue Cross-Blue Shield plan. Further coverage is provided by the TIAA Major Medical Insurance plan to help meet the cost of serious and prolonged illness. Participation in the Blue Cross-Blue Shield and TIAA Major Medical plans is required.

For details of these benefits, rules of eligibility and waiting periods, faculty members are referred to the 4-page bulletin of May 1974, Vassar College Faculty Benefits, which is available in the Office of Public Relations.

Tuition Aid: Faculty Children

Children of full-time members of the faculty who are accepted by Vassar in the regular undergraduate program will receive full tuition remission.

Faculty children attending other accredited colleges and universities as undergraduate full-time students will receive grants of one-half of Vassar's tuition rate per year, or amount of tuition, whichever is less, for a maximum period of four years.

Visiting faculty on one-year appointments are not eligible for tuition aid benefits.

Tuition Fees: Faculty and Spouses

Members of the faculty, departmental graduate assistants and assistants in instruction are not required to pay tuition when taking courses for credit or auditing courses in any department (except in applied arts) but are subject to the registration fee of $25.00 per semester.

Spouses of members of the faculty and non-academic employees and their spouses may audit courses with departmental permission for a fee of $25.00 per course, per semester, and may take courses for credit at the undergraduate level, with departmental permission, for one-half of established per unit rates.

Research personnel are not required to pay tuition when taking courses for credit in their own departments but are required to pay one-half tuition for such courses in other departments. When exempt from tuition, research personnel are subject to the regular registration fee.

Members of the faculty, full-time and part-time graduate assistants, assistants in instruction, and research personnel are required to pay full fees for Music Performance. Use of practice room and instrument, without instruction, each semester $12.50.

Research Grants

Grants-in-aid for the minor expenses of scholarship are made from special funds. Subsidy for publications is also available. Applications should be made through the Committee on Research, which makes recommendations to the President and Dean of the Faculty. For external grant assistance, consult the Director of Special Projects and see Appendix IV attached.

Travel Funds for Professional Meetings

To the extent that funds are available the college will reimburse faculty members other than one-year substitutes for all or part of their expenses in connection with attendance at professional meetings. For a precise statement of policy with regard to this matter see Appendix III.

Leaves of Absence

The college has adopted the principle of a one-semester leave at full pay after six semesters of service (or a one-year leave at full pay after six years of service) for full-time professors and associate professors and a one-year leave at full pay for full-time assistant professors during their second term in rank. It is understood that the implementation of this policy is dependent on the availability of funds. Leaves are also subject to deferment by the President up to three semesters. Leaves will be granted with the expectation that the recipient plans to return to the college for a period of service. No leave will be granted to faculty members with less than two years remaining, after completion of the leave, before retirement.

The foregoing provisions are qualified to the extent that leaves will, in general, be limited to no more than one-sixth of the professors and associate professors on full-time service, in any one year, and to one-third of the eligible assistant professors. Departments are expected to cooperate under the supervision of the Dean of the Faculty, to ensure that replacements do not exceed 50% of the number of faculty members on leave.

The leaves described above are research leaves. Faculty members returning from such leaves are requested to submit to the President a brief written report on their research, transmitted through the Office of the Dean of the Faculty.

Special leaves, leaves on account of illness, and leaves without pay may continue to be granted by the President. These are not intended to restrict the number of regular leaves as described above. The type of leave, and its implication, for benefits, and term of service must be specified in the request for the leave.

Faculty members will be notified by April 1 each year if they are eligible to apply for leave and for what period. In the case of assistant professors who are being reviewed for notification of reappointment the leave application will be accepted subject to such notification of intention. Applications should be sent to the Office of the Dean of the Faculty by May 15 with a copy to the Chairman of the Department concerned. The chairmen are expected to report by June 10 whether or not the department will request a deferment of any leave applied for.

Faculty Housing

Vassar has long considered the residential nature of the college to be a significant aspect of its educational program. To support

this concept and also to provide faculty members with convenient, reasonably-priced housing the college has made available a number of rental units as well as opportunity for the purchase of college- or faculty-owned houses on college land, or construction of houses on land leased from the college.

Some faculty live in dormitories as House Fellows. Vassar's House Fellow Program was established in 1951. House Fellows and their families are provided with apartments in Vassar College dormitories and with meals, during the academic year, at the College Dining Center. House Fellows are chosen upon application to the Dean of Faculty in a selection process involving the Dean, the Vice-President for Student Affairs, the Dean of Residence, department chairmen, student house officers, student fellows, and House Fellows. House Fellows are appointed annually up to a maximum of three years. A primary requisite for candidacy is a serious commitment to the purposes and goals of the House Fellow Program and a willingness to invest generously of time and energies in the role. For further information concerning the program, inquire at the Dean of Faculty Office.

Faculty Club

The Faculty Club is an informal organization of the faculty with no dues. All faculty are automatically members. The Club has occasional social meetings, informal discussions of academic problems, often those currently before the faculty for legislation, hears reports on faculty research, and so on. Notices of meetings are sent to all members of the faculty.

Matthew Club

The Matthew Club, an organization which includes all faculty wives, arranges varied programs throughout the year. Within the club there are several activity groups established according to the interests of the members. The Club welcomes newcomers to the college community.

Alumnae House

Alumnae House, under the management of the Alumnae and Alumni of Vassar College (AAVC), is a guest house with lodgings and meals at reasonable prices for all friends of the College-alumnae/i, faculty, students, parents, and friends. Many members of the faculty and staff use the facilities of Alumnae House for entertaining guests. The House is closed for the month of July.

Vassar Club of New York

Beginning September 5, 1975, the Vassar Club of New York will be located at 5 East 66th Street, New York 10021. For members of the faculty, the annual dues are $15 and include the spouse as well.

The Vassar Club offers to members, their immediate families and guests many attractive facilities which include sitting rooms, library, meeting rooms, a reception room and a dining room serving meals Monday through Friday. There are about 14 bedrooms available - some with adjoining baths and the others with adjacent baths - early reservations are suggested. Office service for reservations, check-cashing (up to $25), receiving mail and messages is also available.

For further information, please write to the above address of phone 212-879-2727 after September 1, 1975.

The Vassar Club offers to members, their immediate families and guests an attractive lounge, more than 22 air-conditioned bedrooms, a grillroom, with bar and dining room serving meals Monday through Friday. Office service for reservations, check-cashing, receiving mail and messages is also available.

For further information write to the above address or phone 212-986-0210.

C. ACADEMIC LEGISLATION AND PRACTICE

The general academic regulations are printed in the college catalogue in the section on "Degrees and Courses of Study." There is also a Student Handbook, in which academic and library regulations and academic standards are defined. An outline of basic legislation and procedures pertaining to the responsibilities of faculty members to their students follows.

Integrity of Academic Work; Plagiarism

In the Student Handbook students are told that when they sign the matriculation pledge, they assume the responsibility for the integrity of their academic work. At Vassar there is a joint faculty-student committee, chaired by the Dean of Studies, which hears cases of imputed academic dishonesty. Any instructor who, on the basis of evidence, believes a student is guilty of an act of academic dishonesty should consult the Dean of Studies, who will outline subsequent procedures to be followed with the student and, if necessary, in the formal presentation of the case. The Dean will summon the Panel when, in his estimation, the evidence is such that a case should be tried. It is of the utmost importance that faculty members call first offenders to the attention of the Dean and not deal with them themselves. The faculty has established its judiciary committee to deal evenly with academic offenses and published due process is interfered with when faculty members do not take the responsibility of promptly reporting cases to the Dean.

Conduct of Examinations

Stemming from the assumption that no Vassar student will abuse the code of scholars, there is at present no formal honor system at Vassar. Members of the faculty are urged to contribute as fully as possible to making conditions in the examination room conducive to quiet, good order, and honorable methods of work. The responsibility, of course, lies on the student to maintain the integrity of his own work. Instructors, accordingly, are not expected to remain in the room where an examination is being given, whether it is "regularly" scheduled or "self-scheduled." They should, however, for regularly scheduled examinations be available in case of need, such as undue noise, illness, late arrival of students, or other emergency. Students are expected to be seated in alternate seats during examinations. They are permitted to take into the examination room only such papers as the instructor has prescribed. Examination books in "regular" exams may not be taken by students from the room; in self-scheduled exams, they are to be returned directly to the proper person by the student according to instructions. For scratch work or trial answers, students are expected to use the back page of the examination books. No pages should be torn out or inserted.

In regular examinations, instructors should be on hand before the end of the examination to receive the books and to check them with their class lists before leaving the room to be sure that none are missing and that pages are not torn out or inserted. It is the responsibil-

ity of the instructor to secure examination books from the designated depository in each building and to return all unused examination books there immediately after the examination. Instructors must not leave unused examination books in locations available to students.

By faculty legislation, all instructors must announce in each class within the first two weeks of the term whether they will be offering examinations on a self-scheduled basis or a regular basis, or both. No examination will be required. The Registrar and Dean of Students will issue supplementary specific instructions respecting the conduct of self-scheduled examinations.

Instructors should be sure they have notified their students fully of their plans and they are not permitted to change the time plan for examination, once announced, except with recourse to the Dean of Studies in an emergency.

Instructors are not permitted to give special examinations to individual students except by permission of the Dean's Office. The Dean of Studies and Dean of Freshmen are available for consultation about examination problems.

Whenever possible, instructors are notified in advance when a student is expected to be absent from an examination. Unexpected absences should be reported by instructors immediately to the Office of the Dean of Studies, in the case of upper class students, or the Freshman Dean, in the case of Freshmen, as soon as they are discovered. Absence from examinations at the scheduled time is excused only by the appropriate Dean and only for illness or serious emergency. After the Dean confers with the student and finds that an incomplete is necessary, an incomplete form is issued with copies to the instructor, the Registrar, and the student. It is responsibility for instructors to enforce this regulation so that arrangements may be made for make-up of work not completed. The student who misses any examinations because of illness at home must secure a letter from the family physician.

Before submitting a grade for a student whose absence remains unexplained, the instructor should inquire about the student's status in the Office of the Dean of Studies. Only the Dean may issue an incomplete.

A student whose absence is not to be excused receives an F in the examination. The grade for the course as a whole is determined by the instructor.

If a student's absence from an examination is excused by the Dean of Studies, the student may take the examination at any time suitable to the instructor and the student but not later than the next scheduled re-examination period. A student taking either a self-scheduled or a scheduled examination after the regular examination period will be given a new examination.

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from the time of their arrival at Vassar until they declare a field of Concentration or are admitted into the Independent Program. The major duties of the Freshman Advisor are to help the student plan his program for the freshman year in September, to be available for consultation throughout the course of the year, and, if the student has not declared a field of concentration, to help him plan his program for his Sophomore year in the spring. An important part of the Freshman Advisor's job is to refer students to other resources when questions or problems arise that are outside of his field of special competence. Such resources include faculty members of other departments, the Study Counselor, the Health Service, the Office of Off-Campus Studies, preprofessional advisors, and the Deans' offices.

There is an informal but required meeting for all Freshman Advisors before the freshmen arrive, at which time they receive the names of their advisees, summaries of the advisees' high school records and entrance scores, and copies of their tentative programs for the freshman year. Advisors will have individual appointments with each of their advisees before registration. Advisors should be prepared to discuss the student's interests and needs, his strengths and weaknesses as reflected in his high school record and entrance scores, and his possible plans for a field of concentration and a vocation. In general, freshmen should be advised not to limit their course selections too narrowly and to plan ahead by electing prerequisites for upper-level courses in which they are interested. It may be necessary to see advisees a number of times in the first two weeks of classes before their programs are settled for the term; thereafter, the frequency of meetings is determined by the needs of the students and the inclinations of the advisors. All changes in freshman programs in the first seven days of the semester must have the approval of the advisor. Freshmen can drop a course until October 15 (or March 1) with the advisor's approval but after that time the Dean of Freshmen must approve.

All general advisors will receive copies of any letters concerning the academic progress of their advisees.

The Departmental Advisor

When a student declares a field of concentration, he is assigned a departmental advisor by the chairman of the department concerned or by the chairman of advisors in that department. The departmental advisor is responsible for giving general advice to his advisees about the structure of the major program, the various alternatives available for meeting major requirements, recommended courses in allied fields, and so on. He assists the student in drawing up the four-year program on Field of Concentration cards. Three copies are signed by the advisor; one is kept by him for the department, one is filed with the Dean of Studies Office, and the other is kept by the student. Although the student is primarily responsible for his own program, the advisor should check to make sure that the student is meeting both departmental and college-wide curricular requirements. Particular attention should be paid to the 50% maximum in the

field of concentration, the 25% minimum outside the division of concentration, and the 25% maximum of ungraded work.

Any changes within the field of concentration after the program has been filed must be approved by the advisor before the change can be made. "Drop/Add" slips from the Office of the Registrar require the signature of the advisor in the case of changes within the major program. Other changes do not require the approval of the advisor.

While the general academic advisor helps to relate the overall curricular opportunities of the college to the individual student, the departmental advisor serves to interpret the more specialized curricula of departments to the student in order to develop a wise but individualized program.

The Independent Program Advisor

Any member of the faculty may serve as an Independent Program Advisor if he is asked to do so by a student and feels that the student's program is a sound one which he would be willing to sponsor. The major responsibility of the Independent Program Advisor is the supervision of the student's Senior Exercise, which should be the culmination of the whole program and is thus an important piece of work.

Although a student may enter the Independent Program as early as the second semester of the freshman year, most students require more time to evaluate their interests and work out a solid program. Except in the case of junior transfer students, application to the Committee on the Independent Program must be made before the end of the sophomore year.

When a member of the faculty is asked to serve as an advisor to an Independent Program, he should discuss with the student his general objectives in designing an Independent Program and the courses which he plans to take as part of that program. If the rationale and purpose of the program seem to the faculty member to best serve the student's academic interests and if the faculty member feels qualified to advise the student in this program, he should sign the Independent Program cards after working out with the student the most suitable selection of courses. Once the program has been worked out, the student submits the signed program card and a statement on the purpose of his program and the rationale of his course selections to the Committee on the Independent Program. In general, the Committee will approve the student's choice of advisor, although occasionally another faculty member whose work is more closely related to the student's program may be appointed instead.

Any changes in the program must be resubmitted to the Committee. Requests for special privileges, leaves, etc. are directed to the Committee on the Independent Program, and any special problems should be discussed with the Committee Chairman.

Advising of Students in Special Categories

Transfer Students: All transfer students will meet with the Dean of Studies on their arrival at the college. Individual appointments will be arranged for students with unresolved problems. Incoming juniors and seniors (last year's exchange students) will be referred directly to departmental advisors to plan their programs. Students wishing to enter the Independent Program will be referred to an advisor in the Office of the Dean of Studies and to faculty members who might be willing to serve as advisors. Sophomores will be referred to departmental advisors wherever possible, but if they are not yet ready to declare a field of concentration, they will be advised by the senior advisor in the Office of the Dean of Studies.

A departmental advisor who encounters special problems among transfer students is urged to send the student to the Office of the Dean of Studies for advice. A recurrent problem is that of transfer of credit from other institutions. Determinations of which courses and how much credit can be transferred to Vassar are made jointly by the Dean of Studies and the Registrar. No more than 17 units from other schools can be transferred to Vassar. Questions about the suitability of courses at other institutions as prerequisites for upper-level courses at Vassar must be answered by the department involved.

Exchange Students: The Dean of Studies' Office will be advising both Vassar students who wish to go on the Exchange Program next year and students from other colleges who are at Vassar this year as exchange students. The programs of Vassar students wishing to go on exchange or leave must have the approval of the advisor and of the Committee on Leaves and Privileges.

Special Students: Students who have not yet matriculated at Vassar are advised by the Senior Advisor in the Dean of Studies Office. Such students are referred to appropriate departmental advisors as necessary.

Foreign Students: The Dean of Freshmen advises foreign students in the freshman class, while the Dean of Studies advises those in the upper classes. Such students also have freshman or departmental advisors.

Advising for Special Programs

Teacher Preparation: Students with a special interest in undertaking certification for preschool and elementary grades should be advised to consult the Director of Elementary Education. For secondary school teaching in English, languages, social sciences, mathematics, and natural sciences, the student should consult the Director of Secondary Education. The two programs of study vary; however, each area has its definite requirements that must be met to obtain New York State certification. Therefore, students should be urged by their advisors to consult the appropriate director as early as possible in their college careers.

Junior Year Abroad: Students wishing to study abroad during their sophomore or junior year on approved programs of other colleges or universities or independently should be advised to consult the Assistant to the Dean of Studies to determine procedures. In general, they should discuss the possibilities with their departmental advisors and then make application by the time of the announced deadline at the end of the first semester.

A member of the Department of Hispanic Studies serves as Vassar liaison with the Vassar-Wesleyan Program in Spain which a student may elect during the sophomore or junior year. He should be consulted by students wishing to apply for this program, who should also file with the Assistant to the Dean of Studies and follow the same procedures as other students wishing to spend the junior year abroad.

Sophomore must declare a field of concentration and work out a major program before submitting an application for Junior Year Abroad.

Critical Language Program: Any students wishing to enter this program should consult the Office of the Dean of Studies for procedures and advisability.

Any students wishing to study the critical languages offered at Vassar on tape should consult with the faculty member in charge of the program.

Associated Colleges of the Mid-Hudson Area: Students wishing to take courses at other Mid-Hudson institutions should be referred to the Dean of Studies Office to consult catalogues and should register for these courses in the Registrar's Office.

Off-Campus Studies: Students wishing to do field work for credit or volunteer work in the community should be referred to the Director of Field Work.

Pre-Medical Preparation: Students who are considering going to medical school should be referred to the Pre-Medical Committee at the earliest opportunity.

Pre-Law: Students wishing more information on the requirements of law schools or who have questions about the best preparation for law school should be referred to the member of the Political Science Department who serves as chairman.

Resources for Advisors

The Dean of Studies and the Dean of Freshmen stand ready to advise advisors whenever necessary. In addition, the Study Counselors can be of great help with students who are experiencing difficulties due to slow reading, inadequate comprehension, or poor study and writing skills.

Committee on Leaves and Privileges

All requests for academic leaves of absence, special privilege with respect to curricular requirements, acceleration, etc. should be directed to the Committee on Leaves and Privileges in the Office of the Dean of Studies. All requests for privilege must be approved by the advisor. Requests for academic leaves and for acceleration must be accompanied by proposed academic programs approved by the advisor.

D. COLLEGE FACILITIES AND SERVICES

The Library

Ordering Books

Development of the library collection is largely the responsibility of the faculty in each discipline. Each academic department is allocated a portion of the library book funds for the purchase of books and journals. Since departments vary in their procedures for approving orders to be charged to their library fund, the department chairman should be consulted before placing orders. Recommendation forms are available in the Acquisitions Department. Orders are to be addressed to the Acquisitions Department.

The library has special funds which are set aside to support new courses or old courses with new emphasis. These funds are used to build the collection systematically in areas where there are lacunae and where a well-defined program of acquisition has been approved. For more detailed information regarding these special funds, please consult the Head Acquisitions Librarian.

Loans to Faculty Members

Circulating books from the stacks are loaned to faculty for indefinite periods with the stipulation that they be returned and renewed at the end of each academic year. Books are subject to immediate recall if needed by another member of the Vassar community. Browsing books have a 2 week loan period. Non-circulating books such as bibliographies and periodicals are loaned to faculty for limited time periods. Books in the Reference Room or Special Collections are not loaned for use outside those areas.

Inter-Library Loans

Materials for faculty research may be borrowed from other libraries through the Reference Desk. It should be noted that the various inter-library loan codes and the rules of individual libraries place certain restrictions on length of loans and use of materials which the Vassar College Library is obliged to observe.

Instruction in Library Use for Classes

Faculty members can arrange to have a reference librarian meet their classes to introduce specialized bibliographical and other reference sources. These sessions are individually designed to meet the requirements of particular courses and teachers, and for that reason planning for them should begin as early as possible. Inquiries should be made to the Head of the Readers' Services Department.

Reserve Books for Class Use

For assigned reading the library maintains a reserve book section with overnight and 3 day loans. Reserve list blanks and copies of the instructions for putting books on reserve are available in the Reserve Office.

Microform Readers

Microform readers of all types are available in the library, including a coin-operated printer for microfilm. A portable microfilm reader may be borrowed for use outside the building.

Copying Service

In addition to the self-service coin-operated photocopier which can be used in the library, the Reference Department maintains daily delivery service to and from the Stenographic Bureau for faculty who prefer to have copies made for them or charged to their personal accounts.

Library Studies

Library studies are assigned for the following academic year to faculty who apply for them in the spring. The number of studies is limited, and applications should be made only by those who expect to use them for research requiring extended use of library materials.

Library Hours

The regular library hours are printed in the Library Handbook. Faculty members may use the library during certain hours when it is closed:

a. When college is in session, until 12:45 p.m. on Friday and Saturday nights and before opening on Sunday mornings.

b. When college is not in session, on Saturdays and Sundays and on week days after 9:30 p.m.

Arrangements for after-hours use can be made only through the Librarian's Office.

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F. POUGHKEEPSIE AREA: INFORMATION AND SERVICES

Transportation

Poughkeepsie is on the Penn Central main line 75 miles north of New York City. For information on trains into New York call 452-5200. For information for Amtrak Intercity Passenger Service call toll-free 800-523-5700 or the above local number.

Bus service into the City of Poughkeepsie is available from Main Gate. For information regarding the areas served by bus service and time schedules call 485-4702. Taxis may be ordered by telephone and are also available at the railroad station.

Train and bus schedules are kept in Message Center, first floor Main.

Gas and Electricity

Williams and Palmer apartments have the gas and electricity already turned on. In all other cases it is the responsibility of the new occupant to arrange for service. The Central Hudson Gas and Electric Company, 284 South Avenue, telephone Poughkeepsie 914-452-2000, may be notified in advance of the date service is to begin.

Telephone Service

If a telephone is desired, it should be installed immediately on arrival, or preferably write or telephone in advance giving the order and date for installation to the Business Office, 412 Main Street, Poughkeepsie, (Tel. No. 914-473-9951). The college number is 452-7000.

Nursery School and Other Schools

The Wimpfheimer Nursery School near Blodgett Hall serves as a laboratory school for the Department of Psychology and enrolls forty-six young children, aged two years-nine months to four years-nine months. For details of arrangements, dates and fees, etc., call the Secretary of the Nursery School, Ext. 2070. There are available for older children in addition to the public schools, the Poughkeepsie Day School for children from 5 years old through 12th grade, Oakwood School, a private day and boarding high school, grades 9 through 12, and St. George's School, a private day school for pre-kindergarten children through the 8th grade.

Newspapers

The New York Times may be ordered on campus through the Student Newspaper Agency, which has house representatives, and is delivered to each residence house on campus during term time. Off-campus faculty may order from the Home Delivery News Service (telephone 454-5454) which delivers to the door.

Maps

Regular folding maps of Poughkeepsie and Dutchess County are available at local stationery stores. Campus maps may be obtained from Message Center or the Office of Public Relations.

Marketing and Shopping

The College is located in Arlington, a rapidly growing suburb of Poughkeepsie. There are near the College, two shopping plazas, several supermarkets and other grocery stores, a bakery, drug stores, gift, book and record stores, hardware, florists, knitting and upholstery stores, cleaners, tailors, shoe repair, shoe shops, numerous clothing stores, six banks, two movie theatres, and several doctors and dentists. The population of Poughkeepsie and its suburbs is about 100,000.

Student Help

Members of the faculty and administration who wish to employ students may call the Assistant Director of Financial Aid who administers the student employment program. The Office of Financial Aid will pay the salary for a faculty assistant, provided the student is on financial aid. Because of this qualification, faculty members should apply for assistants to this office rather than contact the student directly. In addition, the Office of Financial Aid acts as a clearing house for all other student employment. Services in this category, which are paid for by the employer, include all types of work, such as baby-sitting, housework, gardening, etc.

A schedule of wage rates is posted in the Office of Financial Aid.

Passports

Passports may be obtained at the Dutchess County Office Building on Market Street.

Solicitation

There may be no general solicitation of funds on campus, even for an established charity, unless there has been clearance through the Office of the Assistant to the President.

Outsiders' Use of Campus

Arrangements for the use of campus facilities by outside groups (i.e., American Association of University Women, League of Women Voters, etc.) can be made through the Office of the Director of Campus Activities. There is a schedule of rental fees for the various auditoriums designed to cover all direct costs to the college and some part of the overhead.

Local and State Laws

Motor Vehicle Registration

New York State has a compulsory insurance law and requires proof of coverage for registration. Vehicle inspection is compulsory although a car may be registered before it is inspected. New residents of the state have 30 days to change automobile registrations and 60 days to obtain New York drivers' licenses.

Holders of licenses from states with reciprocity agreements with New York need not take a road test but must pass a written test on the rules of the road and an eye test.

The Bureau of Motor Vehicles is on the first floor of the Dutchess County Office Building, 22 Market Street, Poughkeepsie.

Voter Registration

Residence requirements for voter registration are three months in the state and in Dutchess County. The Board of Elections is located at 47 Cannon Street, Poughkeepsie.

Taxes

New York State levies an income tax which is withheld from salaries with the Federal Withholding Tax. New residents pay taxes only on that part of their income earned during residence in the state.

The state charges a 4% sales tax which applies generally. Inside the city of Poughkeepsie an additional 2% sales tax is current.

STATEMENT OF POLICIES ON COLLEGE HOUSING

Three types of housing may be available to members of the eligible group:

A. Housing sites on college land.

B. Houses built on college land.

C. Rental units owned by the college.

Housing sites and houses for purchase are on an availability basis only and seniority of the eligible group is determined by contract date.

Available rental units are administered on the basis of the following groupings: tenured faculty, non-tenured faculty, and new faculty. Seniority in each group is determined by contract date.

A full statement of the policies governing the administration of college housing may be obtained at the Dean of Faculty Office. This statement includes eligibility requirements, lease duration determination, sublet policies, etc.

REGULATIONS CONCERNING KEYS TO ACADEMIC BUILDINGS

Keys for New Faculty Members

New faculty may pick up both exterior and interior door keys to buildings in which their offices and departmental classrooms are located in the Office of the Superintendent of Buildings.

Keys for Departmental Personnel (Other than Undergraduate Students)

Chairmen are asked to submit to the Superintendent of Buildings the names of graduate students and other authorized departmental personnel (technicians, assistants) who require keys. These people can then pick up the keys in the Office of the Superintendent of Buildings.

Occasional Use (Faculty and Undergraduate Students)

Members of the faculty desiring occasional access to a building other than their own departmental buildings may arrange this subject to a statement from the department chairman describing the terms for occasional use. This should be in memorandum form addressed to the Superintendent of Buildings. The Superintendent of Buildings will authorize Message Center to issue the exterior door key to the faculty member on a "sign out -- sign in" basis. Similar arrangements may be made for students where justified, provided more than one student is involved.

General

The loss of any key should be reported promptly to the Superintendent of Buildings, which is the issuing office. In that office there will be a full list of personnel at the college having keys.

All faculty members leaving are responsible for turning in of their keys to the Superintendent of Buildings. Department chairmen should make sure this is done.

POLICIES PERTAINING TO FACULTY TRAVEL FOR PROFESSIONAL MEETINGS

Faculty members who wish to apply for financial assistance for attendence at professional meetings should do so as early as possible. In all cases the application must be received before the proposed trip. Total estimated costs of attendance should be included in the application as well as the full name of any organization sponsoring a meeting to be attended, the exact dates of the meeting, and the title of any paper to be presented by the applicant, or a brief description of any other kind of active participation.

Before the application is sent to the Dean of Faculty, it should be approved by the chairman of the department concerned.

Policies under which travel funds will be granted, subject to the availability of funds, are as follows:

a. Members of the faculty who are not participating in a program may apply for assitance and funds may be provided depending on their availability.

b. A member of the faculty who has been invited to read a paper at a meeting will be reimbursed by the College as funds permit for transportation and subsistence expenses up to $150.00.

c. Only minimum air coach fare is allowed.

d. In order to have the travel funds used as widely as possible, in general the College will not grant more than $200.00 to any one faculty member in one academic year.

e. Every effort will be made to distribute our limited funds as equitably as possible.

Members of the faculty whose applications for travel funds have been approved will be required upon return to the campus to submit to the Dean of Faculty an itemized account of the expenses for which the College has assumed responsibility, along with receipts, before reimbursement will be made. Travel by private automobile is reimbursed at the rate of $.12 per mile.

PROCEDURES FOR APPLICATION FOR FACULTY RESEARCH GRANTS

The following rules apply in the case of applications for research grants which involve contractual relationships between the College and outside agencies or organizations and which provide for disbursements of funds by the College. They do not apply to fellowships and grants made directly to individuals by outside organizations or by the College.

1. In addition to the number of copies of the application which must be sent to the granting agency, additional copies should be prepared for the Vice President for Administration, the Dean of Faculty, the Comptroller, the chairman of the department, and the Director of Special Projects. These should include the description of the project and the proposed budget.

2. The applicant should forward these copies to the chairman of his or her department, who will send the papers on to the Dean of Faculty with his recommendation concerning the application, keeping one copy of the application in the department files.

3. The Dean of Faculty shall consider the application, and if approves the same, forward the application to the Comptroller who will be responsible for passing on the items of the budget as they affect the work of his office.

4. The Comptroller shall then forward the application to the Vice President for Administration for signature and submission to the granting agency.

In this way the Vice President for Administration will have the positive recommendation of department chairman, the Dean of Faculty and the Comptroller before the grant is submitted to his office. This does not preclude informal discussion of these plans at any time between the applicant and other officers as he may see fit. In this connection, it is suggested that consultation with the Director of Special Projects and with the Comptroller take place before the final draft of the application is prepared.

Annual Records of Taxation Revenue, Records of Taxation Collections

Beginning with the academic year 1971 a considerable high level participation for the collection of delinquent taxes on an annual basis. The value and volume of taxation collection made at various times during the past year to various offices. Where a [illegible] of taxation will [illegible] the date of the [illegible] to the office and appropriate records of the taxes to [illegible] a [illegible] of the taxes to the [illegible] a [illegible] of the taxes to the [illegible] and maintaining a permanent record of all taxation collections.

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C. 2. d. (1) there be one. The department member eligible for participation in the decision shall serve on the ad hoc committee as chairman. In other instances the chairman of the ad hoc committee shall be appointed by the Dean of Faculty. The ad hoc committee and its chairman shall assume the duties and responsibilities of a department and its chairman in matters pertaining to reappointment, promotion, and tenure. The candidate shall be informed of the composition of the ad hoc committee, and the chairman shall notify him of its recommendation at the time it is submitted to the Dean of Faculty.

(2) The committee is asked to make a recommendation in lieu of a departmental recommendation. The Dean submits the candidate's dossier to the ad hoc committee, including all pertinent material (up-to-date vitae, evidence of teaching, service to the department and college, publications, unpublished manuscripts, plans for future research, etc.)

(3) The chairman of the ad hoc committee sends to the Dean a written report of the committee's recommendation summarizing the points of view presented and agreed upon, differences of opinion if any, with reasons stated, etc.

(4) Each member of the ad hoc committee signs the committee's final recommendation; or any member may, with the cognizance of the other committee members, submit a confidential minority report.

(5) When a committee returns the dossier on a candidate with its recommendations to the Dean of Faculty, it also returns all related documents and destroys all copies of preliminary drafts or materials otherwise related to its considerations.

3. For review for faculty salaries:

a. Evidence:

(1) A special departmental recommendation:

(a) This is an evaluation made by chairmen after consultation with senior members of the department for each member of their departments of rank lower than that of the chairman; with the agreement of senior members of a department, chairmen may include comments on members of their own rank.

(b) It is an evaluation of services, not a recommendation for a specific salary, though this does not preclude a chairman's arguing for equity among members if such seems important in a given case.

(2) Dossier material on each faculty member which includes:

(a) An updated copy of the Faculty Record Card including the Vassar salary record;

(b) Current professional data, including up-to-date publications.

C. 3. b. Procedure:

(1) The review is made with respect to each faculty member by the three professors on the Appointments Committee (in accordance with the Governance) except that the three do not make recommendations affecting their own or each others' salaries.

(2) The review is made first with the Dean of Faculty and then with the President and the Dean.

(3) Confidentiality is maintained by the committee in all matters relating to individual salaries.

II

PROCEDURES FOR NEW APPOINTMENTS TO VASSAR

A. SELECTION OF CANDIDATES

1. The chairman, in consultation with his department in accordance with the Governance, is primarily responsible for selecting candidates for new appointments. The Dean of Faculty or the President, in consultation with the department, may take part in the search.

2. The records of all candidates, including transcripts, curriculum vitae, at least two letters of recommendation and copies of the candidate's publications if available, are circulated among members of the department eligible to vote on a particular appointment.

B. INTERVIEWS

1. Interviews of the candidates are normal practice and usually take place during a visit to campus. Chairmen file with the Dean of Faculty Office and the President's office copies of the complete record of the candidate.

2. The President, Dean of Faculty and at least two members of the committee interview all candidates for first regular appointments to ranks above Instructor. The President may waive his interviews for lectureships or assistant professorships. Visiting professors, substitutes and candidates for instructor are required to be interviewed only by the department and Dean of Faculty.

C. RECOMMENDATIONS

1. The Appointments Committee submits in writing its appraisal of the candidate based on the record and the interview to the President, the Dean of Faculty and the chairman of the department before the department recommendation is made.

2. The chairman informs the Dean of Faculty as soon as possible after the interview of the departmental recommendation concerning the candidate.

3. The Dean then submits her final recommendation to the President in the form of the "Request for Appointment" submitted to her by the department chairman.

7/74

VASSAR COLLEGE

CONSIDERATIONS FOR APPOINTMENT AND PROMOTION OF FACULTY AT VASSAR COLLEGE

The aim of Vassar College is to recruit and retain the highest quality faculty that it can. Within the limits of its market capabilities, it looks for certain measures of competence. These measures include achievement and potential in the following areas: scholarly work or creative performance, teaching, academic leadership, and administrative ability. In addition, consideration is given to the structure of the department and, in particular, to the ratio of tenured faculty in the department.

Although few studies have been made of the effect of the overall tenure ratio on the quality of a faculty, it is apparent that the larger the ratio, the smaller will be the infusion of young talent in the academic ranks. The ratio at Vassar is near 50% but it is much above that in some departments. It is clear that if the college holds to an upper limit but permits some departments to exceed that limit, there will be other departments that will be penalized. Consequently, the tenure ratio in a department is an important factor in considering promotion to tenure.

Since Vassar has many small departments, the ability to provide departmental services and a capacity for leadership are also considered. Competence in performing duties and potential for leadership are judged in the light of projected needs of the department.

Excellence in both teaching and creative scholarly work are sought in appointing and promoting faculty. With respect to teaching, the qualities sought include command of and enthusiasm for the subject, expository ability, understanding of and empathy for students, an ability to excite intellectual curiosity, and willingness to participate in the guidance and advising of students.

With respect to scholarship and creative activity, the qualities sought include incisiveness of mind and a sense of craftsmanship. The work should have significance and should demonstrate originality, felicity of expression, and control of materials. In the evaluation process, both completed work and work in progress are examined.

(The above statement was prepared by the Faculty Appointments and Salary Committee to help the faculty understand in a general way the factors that the committee takes into account when formulating its recommendations)

11/15/72

VASSAR COLLEGE

Office of the Dean of Faculty

EQUAL EMPLOYMENT & AFFIRMATIVE ACTION POLICY FOR VASSAR COLLEGE

In accordance with the March 10, 1970 resolution of the Board of Trustees, Vassar College has had an explicit policy with regard to equal employment practices:

> "Vassar College states that it has been and continues to be its policy to provide equal employment opportunity for all applicants in all job classifications without regard to race, religion, color, sex, national origin, or age. It is and continues to be the policy of Vassar College that all applicants for employment are recruited, hired, and assigned on the basis of personal merit without discrimination because of race, religion, color, sex, national origin, or age. Furthermore, it is the practice of Vassar College to ensure that all its employees are treated equally and that no distinctions are made in compensation, promotion, and transfer because of the employee's race, religion, color, sex, national origin, or age."

In accordance with the May 10, 1975 resolution of the Board of Trustees Vassar College has a policy which clearly embraces the principle of affirmative action as well as non-discrimination:

> "Vassar College states that its policy of equal employment opportunity will continue to be maintained. It fully recognizes, however, that the passive avoidance of overt discrimination is not sufficient to further employment opportunity for qualified members of groups formerly underrepresented. Therefore, it is and will be the practice of Vassar College to seek out qualified candidates for appointment and promotion among minority group members and women for positions where they have been inadequately represented in the past."

FACULTY PROCEDURES

1. <u>Search for Candidates</u>

In seeking candidates to fill appointments, departments should not limit themselves to letters of application received. They must make an effort to publicize their requirements through professional associations, university departments, and other sources of information on available women or minority group members. All communications seeking candidates must include the explicit statement that the college is an equal opportunity/affirmative action employer. The Office of the Dean of Faculty has established an affirmative action file listing caucuses and committees of women and of minority groups in various fields. Department chairmen are urged to consult this listing.

FACULTY PROCEDURES (continued)

2. Establishment of Criteria

Before making recommendations for appointment, departments must be able to state that established criteria have been applied comparatively to all candidates. Such criteria should include: a) qualifications for the specific position, b) quality of the records of the candidate as student and teacher, c) nature of letters of recommendation, including evaluation of the judgment of the writers, d) estimates of ability and of suitability for the position at Vassar by departments, students, FASC, etc.

Before any recommendation for appointment is made, departments must demonstrate to the satisfaction of the Dean of the Faculty that they have followed in letter and spirit these search and evaluation procedures. If the recommended applicant is neither a woman nor a member of a minority group, the department must demonstrate that there is no equally qualified member of these groups available to it.

3. Departmental Records

Each department must maintain records to indicate the number of candidates screened and the number of candidates interviewed, including the number of women and members of minority groups at each stage, for each appointment. Data on all candidates, those not hired as well as those who were hired, must be kept on file in the department and should include the application, the letters of recommendation, the evaluations made by departments, students, FASC, etc. Records should be sure to show the individual's name, the rank discussed, the date of interviewing, the sex and race and source of referral for each person seriously considered.

4. Promotion, Salary, and Tenure

Departmental and committee considerations of salary increment, promotion, and tenure must similarly be made on the basis of established academic criteria and must be taken without regard for sex or minority status. Recommendations should address themselves to the academic criteria which have been used.

5. Anti-nepotism Policy

Marriage or consanguinity to another employee shall neither be considered a qualification for nor a disqualification against appointment or advancement. It is understood that exception might be made to this rule in small departments. However, persons who are in the same department with a member or members of their family shall not be allowed to participate in institutional decisions involving a direct benefit to a member or members of their family. "Direct benefit" refers particularly to appointment, retention, termination, salary, promotion, and leave of absence.

FACULTY PROCEDURES (continued)

In connection with the policy, two points might be emphasized. A recent analysis of federal policy points out that "in considering the means of assessing non-discrimination, it must be pointed out that neither the Executive Orders nor HEW has the intent of forcing the employer to hire unqualified persons, although HEW's policy has often been misinterpreted by institutions of higher education and HEW personnel alike.... Failure to meet a goal does not automatically indicate non-compliance provided good-faith efforts have been made to meet the goals." (ACE Special Report, Sandler and Steinbach, Page 12)

Second, the determination as to whether or not women or minority group members are being under utilized is based in general on the proportional availability of women and minority group members in "the immediate labor area." Both the Department of Labor and HEW have defined the "immediate labor area" for academic and professional personnel as being the national market.

10/6/72
Revised 8/1/75